

KINGS COUNTY

1997

OCCUPATIONAL OUTLOOK

A PRODUCT OF:



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INTRODUCTION

Welcome to the 1997 Occupational Outlook Report for Kings County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS). It is produced through a partnership between the Kings County Job Training Office and the Labor Market Information Division of the California Employment Development Department.

This publication includes detailed occupational profiles for 19 occupations found in the Kings County labor market. A twentieth occupation of Plumbers and Pipefitters was also surveyed during this term. Due to low employer response, the results of this survey are not statistically significant, and therefore are not published in this report. The profiles were developed based upon extensive surveys with several hundred local employers during the period of September through November, 1997. The research methods and sample questionnaire are contained in the appendix. The occupations surveyed were selected for study based upon a variety of criteria, including input from a panel of local employers and economic development professionals.

Each of the profiles follows the same basic format to make the information consistent and user friendly. There are three groups of terms used throughout the report.

The first group of terms quantifies employer responses to questions regarding the supply and demand as well as the experience of job applicants. The categories and definitions are as follows:

All	=	100%
Almost All	=	80-99%
Most	=	60-79%
Many	=	40-59%
Some	=	20-39%
Few	=	less than 20%

The second group of terms relate to the size of the occupation within Kings County. The categories and definitions are as follows:

Small	=	38 or fewer employees
Medium	=	39 through 77 employees
Large	=	78 through 168 employees
Very Large	=	169 or more employees

The third group of terms relate to projected occupational growth rate for the outlook period of 1994-2001. The projected average job growth rate for Kings County for this period is 13.2%. The categories and definitions are as follows:

Much Faster than Average	=	Greater than 19.8% growth
Faster than Average	=	14.5% - 19.7% growth
Average	=	11.8% - 14.4% growth
Slower than Average	=	Less than 11.8% growth
Slow Decline	=	Negative growth

USING THE OCCUPATIONAL OUTLOOK REPORT

Before You Begin...

Each occupational outlook profile is presented on a one page format as outlined below. The data is based on local employer surveys as outlined in the *Research Methods* section of this report. The occupations contained in this report were surveyed from March 1 to August 31, 1997, and reflect wages for that period. The minimum wage at that time was \$5.00 per hour. A Federal increase in minimum wage to \$5.15 was effective on September 1, 1997, and an additional State increase to \$5.75 per hour will be effective March 1, 1998.

➤ *Tip: Keep in mind that occupational information reflects a "snapshot in time", and that new information (since the data was collected) may need to be considered.*

Occupational Title and Description

The occupational title and description are taken from the Occupational Employment Statistics (OES) Dictionary developed by the US Department of Labor. Nearly all jobs in the labor market fall into one of approximately 700 OES classifications.

➤ *Tip: By comparison, the Dictionary of Occupational Titles (DOT) lists over 12,000 classifications, and the Occupational Outlook Handbook (OOH) has 250 occupational categories - covering about 85% of all jobs.*

Education, Training and Experience

This section includes such information as the educational level of "most recent hires" and the level of experience and/or training sought by employers.

➤ *Tip: Experience requirements are often flexible, with many employers willing to substitute training for experience. Small employers, in particular, are often willing to waive requirements if they believe they have the "right" applicant. Full-time positions are often filled by promoting from among part-time (or temporary) employees.*

Wages ♦ Work Patterns ♦ Benefits

Wage ranges and median wages are provided at three levels of skill and experience. Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation to another. The wage data presented in this report is not intended to represent official prevailing wages. Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time and part-time employees. Benefits typically provided by employers are listed. Wages for occupations represented by unions are identified separately where the confidentiality of the employer can be preserved. When this is not possible, a note will indicate that union wages are reflected in the combined data. Employees represented by labor unions consistently earned higher wages than non-union employees in the same occupation.

➤ *Tip: Employers usually have waiting or probationary periods before medical insurance goes into effect. The employee's cost and coverage of medical insurance varies considerably from employer to employer.*

Employment Trends

Information in this section includes:

1. Supply-Demand: The degree to which employers have difficulty finding qualified applicants, and the percentage of job openings which result from employee turnover.
2. Occupational Forecast: Occupational size and growth projections based upon data provided by the Employment Development Department, Labor Market Information Division.
3. Annual Job Growth Rate: The projected number of annual job openings due to a net increase in employment for the period 1994-2001.

➤ *Tip: Projections of Size and Growth are estimates developed by the Employment Development Department's Labor Market Information Division. The process of projecting occupational size involves merging occupational staffing data and industry growth forecasts. A "stable" or "slightly declining" projection should not necessarily discourage the job seeker, especially if the applicant is well trained and prepared for the job search process. An occupation which projects "faster than average" growth, with a significant increase in the number of new jobs however, may present a greater opportunity for the entry level job seeker.*

Jobs Skills

This section indicates some of the most important qualifications, including technical skills, physical abilities, flexibility, as reported by surveyed employers. Employers are questioned about the relative importance of approximately 25 desirable qualifications. The survey responses are averaged and weighted by the number of employees. The most desirable qualifications are listed in descending order according to employer responses.

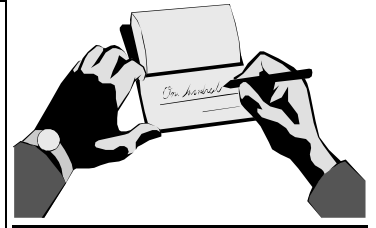
Questions regarding the data in this report and requests for additional copies may be directed to:

**Kings County Job Training Office
Labor Market Division
Kings County Government Center
Hanford, CA 93230**

**Phone (209) 582-9213
FAX (209) 584-8947**

BILL AND ACCOUNT COLLECTORS

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnections, and keeping records of collection and status of accounts. This occupation does not include collectors of money from coin boxes.



OES Code: 535080 **Dot Code:** 241.367-010 11 employers responding, 32 employees represented. 75% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

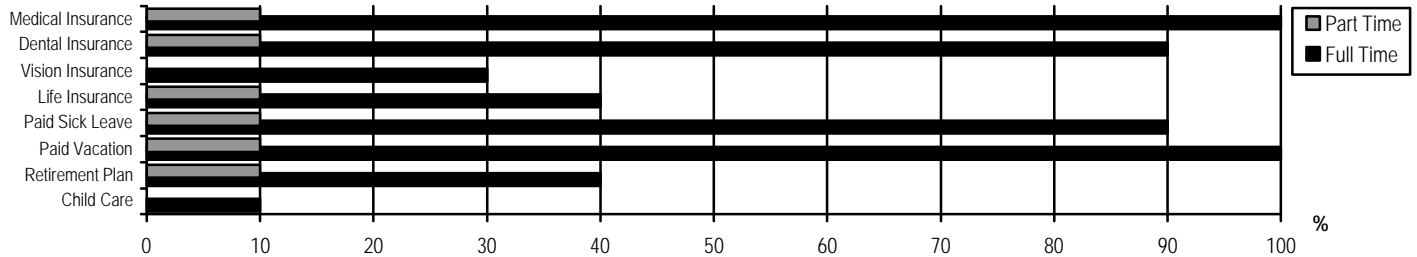
Non-Union

	Range	Median
Entry Level/No Experience:	\$5.00-\$15.00	\$ 7.00
Experienced/New To Firm:	\$5.00-\$15.00	\$ 8.00
3 Years Experience With Firm:	\$7.00-\$18.00	\$11.25

Union

Entry Level/No Experience:	\$6.00	\$6.00
Experienced/New To Firm:	\$6.00	\$6.00
3 Years Experience With Firm:	\$8.00	\$8.00

BENEFITS



Hours

Almost all surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Most employers found it somewhat difficult to find both fully experienced and inexperienced applicants. New positions and employee turnover accounted for all job vacancies. Six bill and account collectors were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Small

Projected Job Growth Rate: 2.10%

Annual Job Growth: Much Faster Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	73%
♦ Newspaper Ads	82%
♦ Private Employment Agencies	9%
♦ Unsolicited Applicants	18%
♦ In-House Promotions or Transfers	0%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	9%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Almost all bill and account collectors have a high school diploma or the equivalent.

EXPERIENCE

Many employers usually require previous work experience. 45% of employers usually accept training as a substitute for work experience. Employers may require previous work experience in bookkeeping, collections, or customer service.

JOB SKILLS

Basic Skills:

English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently.

Physical Abilities:

Ability to sit continuously for 2 or more hours.

Other Qualifications:

Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure.

BUS DRIVERS - SCHOOL

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.



OES Code:
971110

Dot Code:
913.463-010

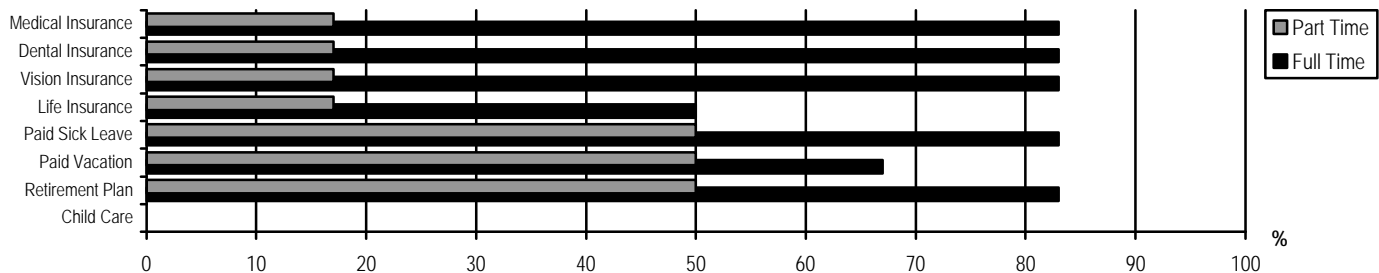
7 employers responding, 61 employees represented. 62% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

	Range	Median
Non-Union		
Entry Level/No Experience:	\$ 9.71-\$ 9.79	\$ 9.75
Experienced/New To Firm:	\$ 9.71-\$11.35	\$10.74
3 Years Experience With Firm:	\$10.74-\$12.51	\$11.52
Union		
Entry Level/No Experience:	\$ 9.54-\$ 9.62	\$ 9.56
Experienced/New To Firm:	\$ 9.54-\$10.88	\$ 9.71
3 Years Experience With Firm:	\$10.15-\$11.20	\$11.01

BENEFITS



Hours

Many surveyed employees work part time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Many employers found it somewhat difficult to find fully experienced and qualified applicants as well as inexperienced applicants. Employee turnover accounted for 73% of job vacancies. Eleven school bus drivers were hired in the last twelve months. Many employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Small

Projected Job Growth Rate: 2.9%

Annual Job Growth: Slower Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	71%
♦ Newspaper Ads	71%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	0%
♦ In-House Promotions or Transfers	43%
♦ Public Schools or Program Referrals	29%
♦ Private School Referrals	14%
♦ Employment Development Department	14%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

All school bus drivers have a high school diploma or the equivalent. All employers require a school bus driving certificate.

EXPERIENCE

Many employers sometimes require previous work experience and will sometimes accept training as a substitute for experience.

JOB SKILLS

Basic Skills:

Verbal communication skills; ability to work independently; ability to perform routine, repetitive work.

Physical Abilities:

Ability to pass a pre-employment medical exam; ability to lift at least 50 lbs.; ability to sit continuously for 2 or more hours.

Flexibility:

Willingness to work temporary or seasonal; willingness to participate in drug testing; willingness to work part-time.

Other Qualifications:

Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to handle crisis situations; trained in CPR and first aid techniques; possess good DMV driving record.

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses and all types of diesel engines. This occupation also includes mechanics working primarily with automobile diesel engines.



OES Code: 853110 **Dot Code:** 625.281-010 **10** employers responding, 30 employees represented. This is a non-traditional occupation. 100% of surveyed Bus and Truck Mechanics and Diesel Engine Specialists were male.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

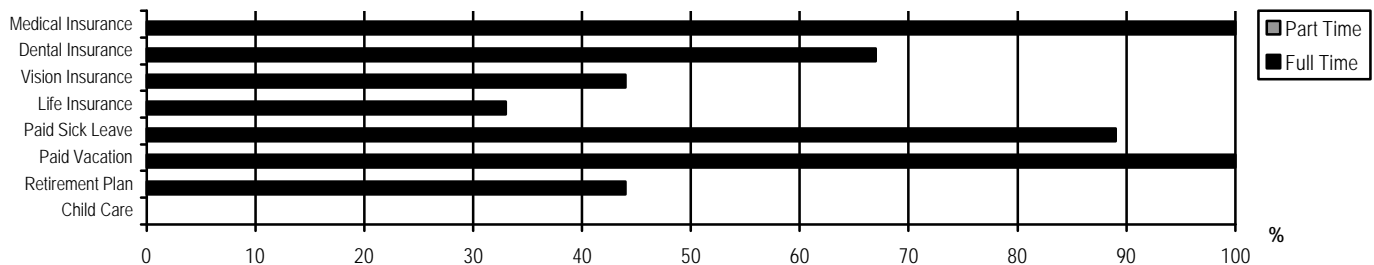
Non-Union

	Range	Median
Entry Level/No Experience:	\$6.00-\$ 8.50	\$ 7.00
Experienced/New To Firm:	\$6.00-\$12.00	\$ 8.50
3 Years Experience With Firm:	\$9.00-\$13.50	\$12.25

Union

Entry Level/No Experience:	\$12.12	\$12.12
Experienced/New To Firm:	\$10.02-\$13.75	\$12.35
3 Years Experience With Firm:	\$11.48-\$15.17	\$12.62

BENEFITS



Hours

All surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Almost all employers reported it was somewhat difficult to find fully experienced and qualified applicants. Most employers found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 86% of job vacancies. Seven bus and truck mechanics and diesel specialists were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Small

Projected Job Growth Rate: 15.2%

Annual Job Growth: Faster Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	60%
♦ Newspaper Ads	60%
♦ Private Employment Agencies	20%
♦ Unsolicited Applicants	40%
♦ In-House Promotions or Transfers	50%
♦ Public Schools or Program Referrals	10%
♦ Private School Referrals	0%
♦ Employment Development Department	10%
♦ Union Hall Referrals	10%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

All surveyed bus and truck mechanics and diesel engine specialists have a high school diploma or the equivalent.

EXPERIENCE

Many employers always require previous work experience. Many employers sometimes accept training as a substitute for work experience. Employers may seek previous experience as a diesel mechanic or journeyman mechanic.

JOB SKILLS

Basic Skills:

Ability to work independently; ability to work as part of a team.

Physical Abilities:

Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work.

Flexibility:

Willingness to participate in drug testing.

Other Qualifications:

Organizational and time management skills; attention to detail; ability to work under pressure; possess good DMV driving record.

BUTCHERS AND MEAT CUTTERS

Butchers and Meat Cutters cut, trim and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. This occupation does not include butchers working in slaughtering.



OES Code:
650230

Dot Code:
316.684-018

6 employers responding, 52 employees represented. This is a non-traditional occupation. 8% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

Non-Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

Range

\$5.00-\$ 8.00
\$5.50-\$10.00
\$5.50-\$14.00

Median

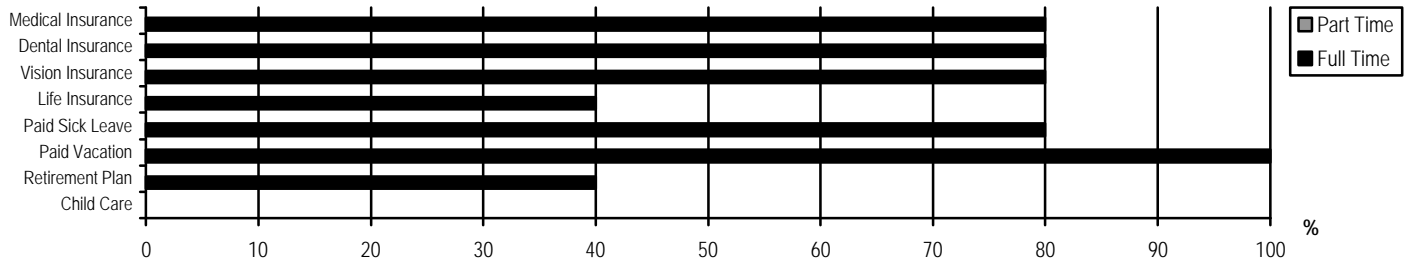
\$ 6.48
\$ 8.50
\$11.00

Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

No Union Wages Were
Reported.

BENEFITS



Hours

Most surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Many responding employers found it somewhat difficult to find fully experienced and qualified applicants. Most employers found it a little difficult to find inexperienced applicants. Job promotions accounted for all reported vacancies. Two butchers and meat cutters were hired in the last twelve months. All employers expect employment to remain stable over the next twelve months.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Medium

Projected Job Growth Rate: 4.9%

Annual Job Growth: Slower Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	100%
♦ Newspaper Ads	33%
♦ Private Employment Agencies	17%
♦ Unsolicited Applicants	33%
♦ In-House Promotions or Transfers	17%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	0%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

All butchers and meat cutters have a high school diploma or equivalent.

EXPERIENCE

Many employers usually require previous work experience. Some employers always accept training as a substitute for work experience. Employers may look for experience in meat cutting, butchering and retail.

JOB SKILLS

Basic Skills:

Ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities:

Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility:

Willingness to work nights; willingness to work weekends.

Other Qualifications:

Record keeping skills; organizational and time management skills; attention to detail.

COOKS - RESTAURANT

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.



OES Code:
650260

Dot Code:
313.361-014

13 employers responding, 200 employees represented. 51% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

Non-Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

Range

\$5.00-\$6.25
\$5.00-\$8.00
\$5.50-\$13.00

Median

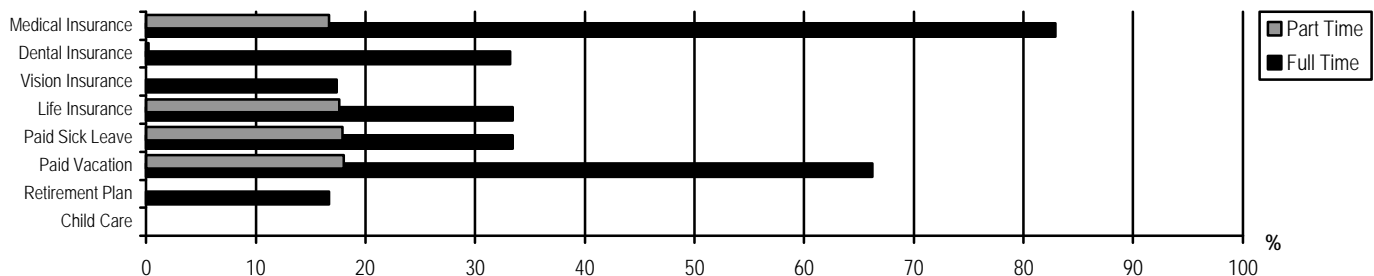
\$5.00
\$5.25
\$6.50

Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

No responding employers reported union wages.

BENEFITS



Hours

Most surveyed employees work part time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Most employers found it very difficult to find both fully experienced and qualified applicants. Many employers found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 70% of job vacancies. In the previous twelve months 115 cooks were hired. Most employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Large

Projected Job Growth Rate: 5.2%

Annual Job Growth: Much Slower Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	62%
♦ Newspaper Ads	77%
♦ Private Employment Agencies	8%
♦ Unsolicited Applicants	38%
♦ In-House Promotions or Transfers	46%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	8%
♦ Employment Development Department	8%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most employees have a high school diploma or the equivalent.

EXPERIENCE

Many employers sometimes require previous work experience, and will sometimes accept experience as a substitute for work experience. Employers may look for experience as fry cook, prep cook, or chef.

JOB SKILLS

Basic Skills:

English grammar and spelling; writing skills; verbal communication skills; ability to work as part of a team; ability to perform routine tasks.

Physical Abilities:

Ability to lift at least 10 lbs.; ability to stand continuously for 2 or more hours.

Flexibility:

Willingness to work nights; willingness to work weekends; willingness to work part-time; willingness to work on-call.

Other Qualifications:

Attention to detail; problem solving skills; ability to handle crisis situations.

DENTAL ASSISTANTS

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.



OES Code:
660020

Dot Code:
079.361-018

13 Employers Responding. 34 employees represented.
100% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

Non-Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

Range

\$5.00-\$10.00
\$6.00-\$10.00
\$7.50-\$15.00

Median

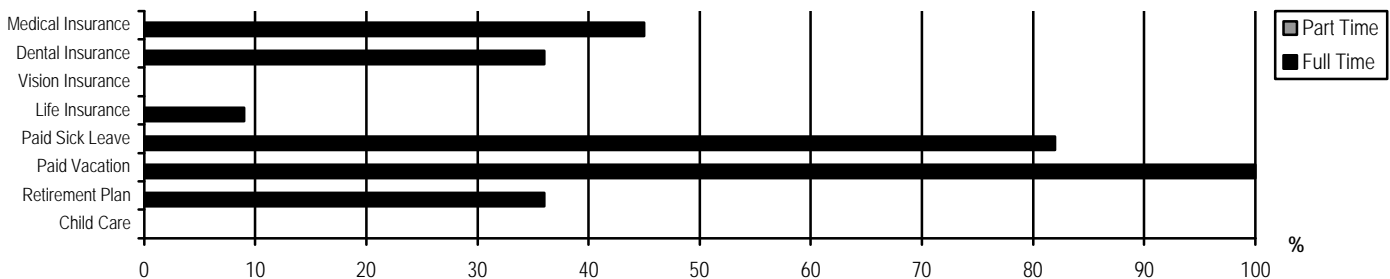
\$ 7.00
\$ 9.00
\$11.00

Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

There were no employees in this
classification represented by Unions
among the responding employers.

BENEFITS (11 employers responding)



Hours

Most surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Many employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Employee turnover accounted for 80% of job vacancies. Ten dental assistants were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Medium

Projected Job Growth Rate: 22.6%

Annual Job Growth: Much Faster than Average

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Almost all dental assistants have some college but no degree. Most employers hire dental assistants who have attended a vocational college. Almost all employers require that dental assistants possess a State of California Licensure as a registered dental assistant.

EXPERIENCE

Many employers usually require previous work experience as a dental assistant. Most employers will sometimes accept training as a substitute for experience.

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	45%
♦ Newspaper Ads	75%
♦ Private Employment Agencies	8%
♦ Unsolicited Applicants	0%
♦ In-House Promotions or Transfers	0%
♦ Public Schools or Program Referrals	17%
♦ Private School Referrals	33%
♦ Employment Development Department	0%
♦ Union Hall Referrals	0%

JOB SKILLS

Basic Skills:

English grammar and spelling; writing skills; verbal communication skills; Ability to work independently; ability to work as part of a team.

Physical Abilities:

Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Other Qualifications:

Record keeping skills; organization and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; trained in CPR and first aid techniques.

DENTAL HYGIENISTS

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.



OES Code:
329080

Dot Code:
078.361-010

14 employers responding, 25 employees represented. 96% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

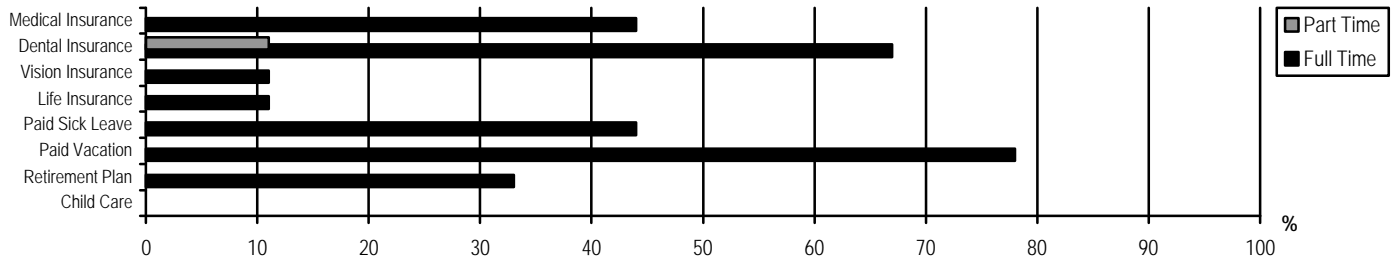
Non-Union

	Range
Entry Level/No Experience:	\$20.00 - \$20.00
Experienced/New To Firm:	\$30.00 - \$35.00
3 Years Experience With Firm:	\$35.00 - \$50.00

Union

Entry Level/No Experience:	No Union Wages were reported.
Experienced/New To Firm:	
3 Years Experience With Firm:	

BENEFITS



Hours

Dental Hygienists hours vary from 8 to 40 hours per week, with an average of 25 hours per week.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Many employers found it somewhat difficult to find fully experienced and qualified applicants. Some employers found it somewhat difficult to find inexperienced applicants as well. Employee turnover accounted for 75% of job vacancies. Four dental hygienists were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Small

Projected Job Growth Rate: 23.5%

Annual Job Growth: Much Faster Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	54%
♦ Newspaper Ads	85%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	15%
♦ In-House Promotions or Transfers	0%
♦ Public Schools or Program Referrals	31%
♦ Private School Referrals	31%
♦ Employment Development Department	0%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Almost all dental hygienists have an associate degree. All employers require that dental hygienists possess a State of California License as a registered dental hygienist.

EXPERIENCE

Many employers will sometimes require previous work experience as a dental hygienist. Many employers will always accept training as a substitute for work experience.

JOB SKILLS

Basic Skills:

English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities:

Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Flexibility:

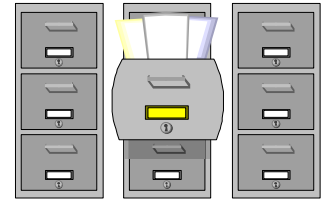
Willingness to work part-time.

Other Qualifications:

Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations.

FILE CLERKS

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.



OES Code:
553210

Dot Code:
206.387-034
206.367-014

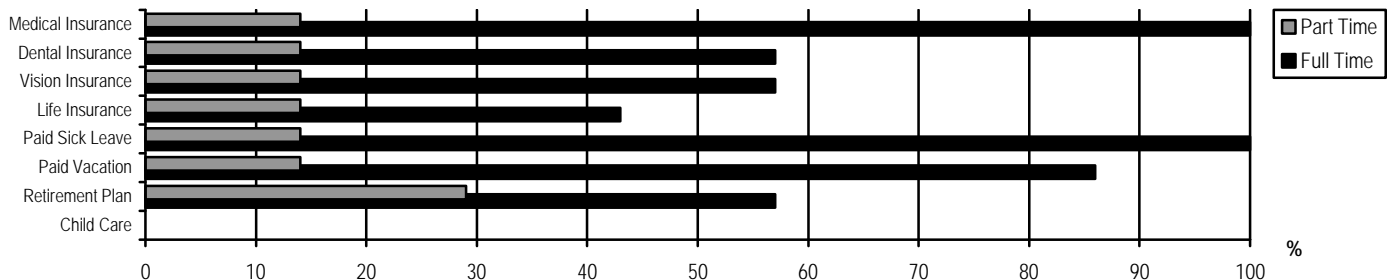
8 employers responding, 38 employees represented. 100% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

	Range	Median
Non-Union		
Entry Level/No Experience:	\$5.00-\$ 9.00	\$5.23
Experienced/New To Firm:	\$5.00-\$12.00	\$5.52
3 Years Experience With Firm:	\$5.00-\$15.50	\$6.50
Union		
Entry Level/No Experience:	\$ 7.50	\$ 7.50
Experienced/New To Firm:	\$ 8.50	\$ 8.50
3 Years Experience With Firm:	\$10.50	\$10.50

BENEFITS



Hours

Most surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Many employers reported in was a little difficult to find fully experienced and qualified applicants. Some employers reported it was also a little difficult to find inexperienced applicants. Promotions and employee turnover accounted for 86% of job vacancies. Seven file clerks were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Small

Projected Job Growth Rate: -2.6%

Annual Job Growth: Slow Decline

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	38%
♦ Newspaper Ads	75%
♦ Private Employment Agencies	13%
♦ Unsolicited Applicants	50%
♦ In-House Promotions or Transfers	25%
♦ Public Schools or Program Referrals	38%
♦ Private School Referrals	13%
♦ Employment Development Department	25%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Many file clerks have a high school diploma or the equivalent.

EXPERIENCE

Most employers sometimes require previous work experience and will sometimes accept training as a substitute for experience. Employers may look for experience as a clerk, office aide, or clerical assistant. Employers may also require a typing certificate, or a clerical education class.

JOB SKILLS

Basic Skills:

English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities:

Ability to sit for 2 or more hours.

Other Qualifications:

Record keeping skills; attention to detail.

FOOD BATCHMAKERS

Food Batchmakers set up and operate equipment that mixes, blends, or cooks ingredients used in the manufacturing of food products according to formulas or recipes. They may modify or reformulate recipes to produce products of specific flavor, texture, and color. This occupation includes such occupations as Candy Makers, Almond Pastes Mixers, Cheesemakers, Flavoring Compounders, and Honey Graders and Blenders. This occupation requires at least one year (and often more) of training or experience.



OES Code:
898080

Dot Code:
529.361-018

3 employers responding, 51 employees represented. This is a non-traditional occupation. 8% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

Non-Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

Range

\$10.00-\$11.10
\$10.00-\$11.10
\$11.00-\$15.85

Median

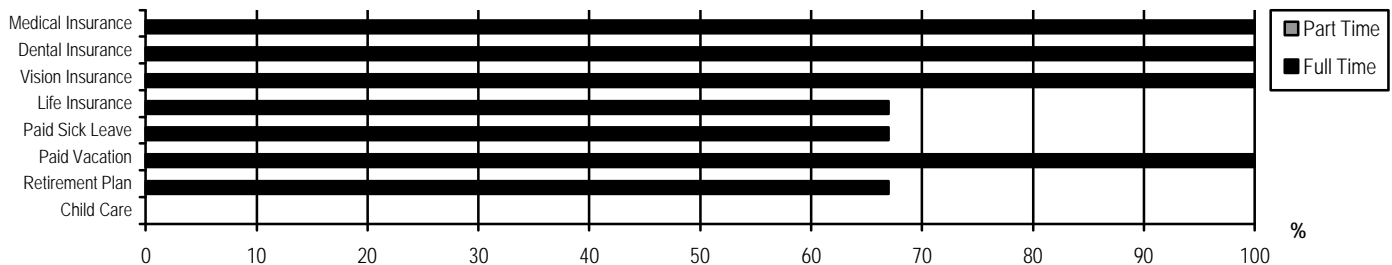
\$10.55
\$10.00
\$13.00

Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

In order to ensure confidentiality, wage information includes union and non-union wages.

BENEFITS



Hours

All surveyed Food Batchmakers work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Many employers found it somewhat difficult to find fully experienced and qualified applicants. Many employers had a little difficulty finding inexperienced employees. Employee turnover and promotions accounted for all job vacancies. Two food batchmakers were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Small

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	0%
♦ Newspaper Ads	33%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	100%
♦ In-House Promotions or Transfers	33%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	33%
♦ Union Hall Referrals	33%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

All food batchmakers have a high school diploma or the equivalent.

EXPERIENCE

Some employers require previous work experience. Some employers will sometimes accept training as a substitute for work experience. Employers may seek experience in cheesemaking, or previous factory work.

JOB SKILLS

Basic Skills:

Verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities:

Ability to lift at least 50 lbs.; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility:

Willingness to work nights; willingness to work weekends.

Other Qualifications:

Recordkeeping skills; attention to detail; ability to work under pressure.

FOOD SERVICE MANAGERS

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. This occupation includes Food and Beverage Directors.



OES Code: 150261 **Dot Code:** 187.167-106 **10** Employers Responding, 34 employees represented. 65% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

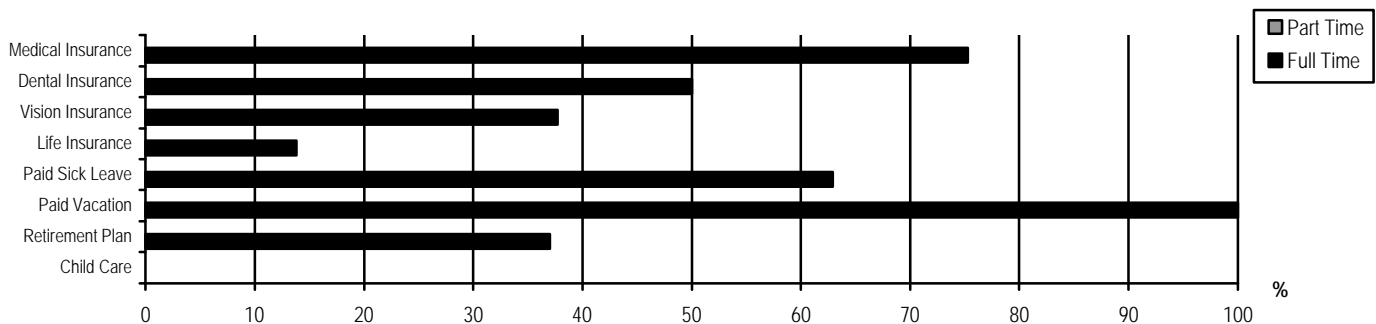
Non-Union

	Range	Median
Entry Level/No Experience:	\$5.00-\$14.21	\$6.25
Experienced/New To Firm:	\$5.00-\$14.92	\$6.50
3 Years Experience With Firm:	\$6.00-\$19.18	\$8.79

Union

Entry Level/No Experience: There were no employees in this classification represented by Unions
 Experienced/New To Firm: among the responding employers.
 3+ Years Experience With Firm:

BENEFITS - 8 firms responding - Benefits were not offered to part-time employees



Hours

All surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Most employers found it very difficult to find fully experienced applicants. Many found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 92% of job vacancies. Thirteen food service managers were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Large

Projected Job Growth Rate: 23.6%

Annual Job Growth: Much Faster Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	50%
♦ Newspaper Ads	50%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	20%
♦ In-House Promotions or Transfers	50%
♦ Public Schools or Program Referrals	20%
♦ Private School Referrals	10%
♦ Employment Development Department	0%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Many food service managers have a high school diploma or have some college, but no degree.

EXPERIENCE

Many employers always require work experience. Many will usually accept training as a substitute for experience. Employers may look for experience in management or nutrition.

JOB SKILLS

Basic Skills:

English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities:

Ability to stand continuously for 2 or more hours.

Flexibility:

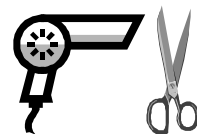
Willingness to work nights; willingness to work weekends; willingness to work on-call; willingness to work overtime.

Other Qualifications:

Multi-cultural familiarity; record keeping skills; organizational and time management skills; attention to detail; problem solving skills; supervisory skills; ability to plan and organize the work of others; ability to handle crisis situations.

HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hairstyles, cutting and styling hair, treating the scalp, applying make-up and dressing wigs. This occupation does not include Shampooers, Manicurists, and Beauty School Instructors.



OES Code:
680050

Dot Code:
332.271-018

7 employers responding, 40 employees represented. 80% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

Non-Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

Range

\$5.00-\$ 5.50
\$5.00-\$ 7.00
\$5.00-\$10.00

Median

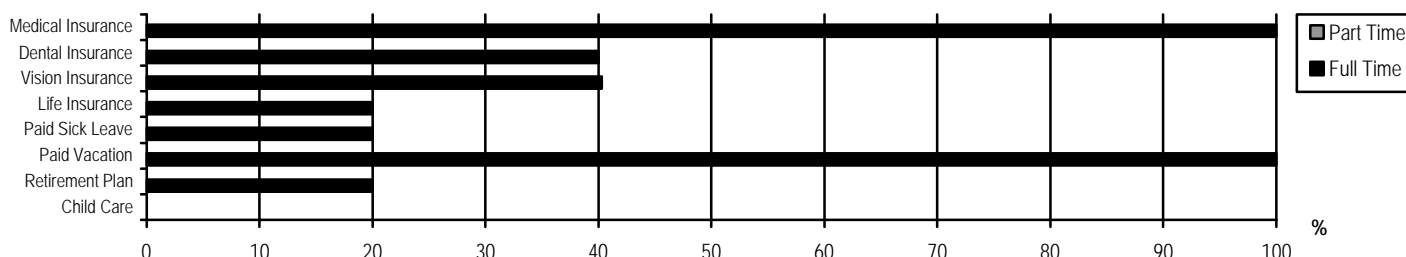
\$5.00
\$5.75
\$6.80

Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

No Union Wages Were
Reported.

BENEFITS



Hours

Most surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Most employers found it somewhat difficult to find fully experienced and qualified applicants. Almost all employers found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 80% of job vacancies. Twenty-five hairdressers, hairstylists, and cosmetologists were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Medium

Projected Job Growth Rate: 20.4%

Annual Job Growth: Much Faster Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	29%
♦ Newspaper Ads	57%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	86%
♦ In-House Promotions or Transfers	0%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	0%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Almost all hairdressers, hairstylists, and cosmetologists have a high school diploma or the equivalent. All employers require training from a vocational school, and state licensing in cosmetology.

EXPERIENCE

Many employers sometimes require previous work experience as a cosmetologists. Many employers usually accept training as a substitute for experience.

JOB SKILLS

Basic Skills:

English grammar and spelling skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team.

Physical Abilities:

Ability to stand continuously for 2 or more hours.

Flexibility:

Willingness to work nights; willingness to work weekends; willingness to work overtime.

Other Qualifications:

Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations.

MAIDS AND HOUSEKEEPING CLEANERS

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.



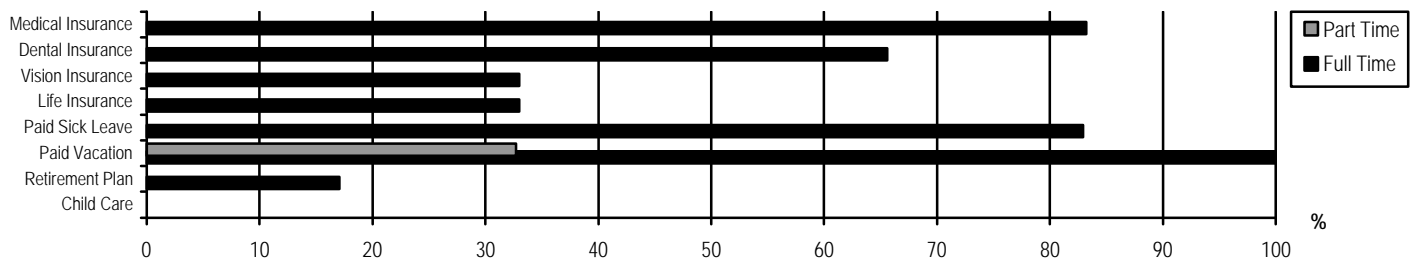
OES Code: 670020 **Dot Code:** 323.687-010 9 firms responding, 67 employees represented. 78% of surveyed employees were female.
323.687-014
323.687-018

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

Non-Union	Range	Median
Entry Level/No Experience:	\$5.00-\$6.83	\$5.00
Experienced/New To Firm:	\$5.00-\$6.83	\$5.00
3 Years Experience With Firm:	\$5.50-\$8.00	\$6.50
Union		
Entry Level/No Experience:	\$5.00-\$5.55	\$5.28
Experienced/New To Firm:	\$5.00-\$5.55	\$5.28
3 Years Experience With Firm:	\$7.00-\$7.35	\$7.18

BENEFITS



Hours

Most surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Many employers had no difficulty finding fully experienced or inexperienced applicants. Employee turnover accounted for 71% of job vacancies. Twenty-one maids and housekeeping cleaners were hired over the last twelve months.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Large

Projected Job Growth Rate: 12.8%

Annual Job Growth: Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	44%
♦ Newspaper Ads	44%
♦ Private Employment Agencies	11%
♦ Unsolicited Applicants	44%
♦ In-House Promotions or Transfers	0%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	22%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Almost employees have a high school diploma or the equivalent.

EXPERIENCE

Many employers sometimes require previous work experience and will sometimes accept training as a substitute for experience.

JOB SKILLS

Basic Skills:

Verbal communication skills; ability to work independently; ability to perform routine, repetitive work.

Physical Abilities:

Ability to lift at least 50lbs; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility:

Willingness to work nights; willingness to work weekends; willingness to participate in drug testing.

Other Qualifications:

Record keeping skills; organizational and time management skills; attention to detail; ability to work under pressure.

NURSERY WORKERS

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Please do not include workers whose primary duties involve sales or cashiering.



OES Code:
790050

Dot Code:
408.364-010

4 employers responding, 11 employees represented. 55% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

Range

Median

Non-Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

\$5.00-\$ 6.00
\$5.40-\$ 7.75
\$6.50-\$10.00

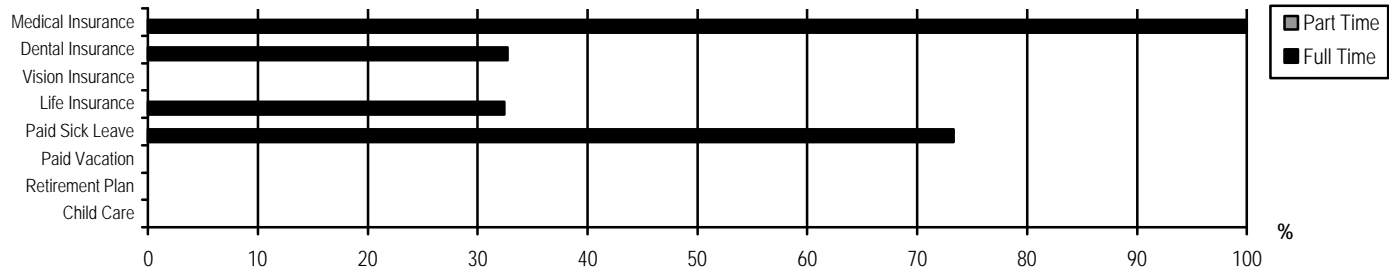
\$5.20
\$6.25
\$7.25

Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

No Union wages were reported.

BENEFITS



Hours

45% of surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Many employers found it somewhat difficult to find fully experienced and inexperienced applicants. Employee turnover accounted for 80% of job vacancies. Five nursery workers were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Small

Projected Job Growth Rate: 30%

Annual Job Growth: Much Faster Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	25%
♦ Newspaper Ads	50%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	75%
♦ In-House Promotions or Transfers	0%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	25%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most nursery workers have some college but no degree.

EXPERIENCE

Many employers sometimes require work experience and most employers will sometimes accept training as a substitute for experience. Employers may seek experience in nursery sales, nursery assistant, or plant care.

JOB SKILLS

Basic Skills:

English grammar and spelling skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities:

Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility:

Willingness to work weekends; willingness to work part-time.

Other Qualifications:

Record keeping skills; attention to detail; problem solving skills.

PAYROLL AND TIMEKEEPING CLERKS

Payroll and Timekeeping Clerks compute wages and post wage data to payroll records and/or keep a daily record showing time of arrival and departure from work of employees. They compute earnings from timesheets and work tickets using a calculator. They operate posting machines to compute and subtract deductions. They enter net wages on earnings record cards, check stubs, and payroll sheets.



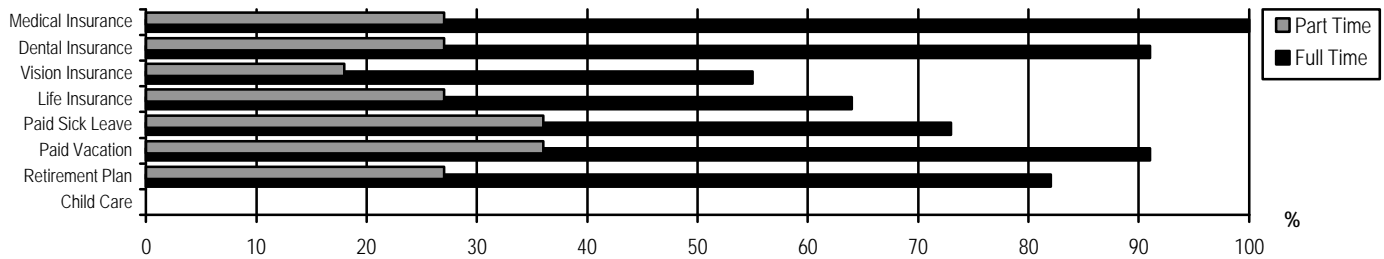
OES Code: 553410 **Dot Code:** 215.382-014 11 employers responding, 21 employees represented. 100% of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

	Range	Median
Non-Union		
Entry Level/No Experience:	\$ 8.30-\$ 8.30	\$ 8.30
Experienced/New To Firm:	\$ 9.17-\$16.19	\$12.68
3 Years Experience With Firm:	\$11.18-\$17.43	\$14.81
Union		
Entry Level/No Experience:	\$5.40-\$ 8.00	\$7.00
Experienced/New To Firm:	\$5.40-\$ 8.00	\$8.00
3 Years Experience With Firm:	\$6.50-\$12.00	\$9.00

BENEFITS



Hours

Almost all surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Many employers did not find it difficult to find fully experienced and qualified applicants. Many employers found it a little difficult to find inexperienced applicants. Employee promotions accounted for 67% of job vacancies. Three payroll and timekeeping clerks were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Small

Projected Job Growth Rate: 21.0%

Annual Job Growth: Much Faster Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

All recently hired payroll and timekeeping clerks have some college but no degree.

EXPERIENCE

Many employers usually require previous work experience. Many employers will sometimes accept training as a substitute for work experience. Employers may seek experience from payroll clerk, bookkeeper, or account clerk positions.

JOB SKILLS

PERSONNEL, TRAINING, AND LABOR RELATIONS SPECIALISTS

Personnel, Training, and Labor Relations Specialists conduct programs of recruitment, selection, placement, training, promotion, welfare, safety, compensation, or separation of employees. They may specialize in specific areas such as labor-management relations, counseling, job analysis, position classification, training or compensation. Please do not include workers primarily involved in personnel research and in the administration of testing and counseling programs for which a background in psychology is required. Also, please do not include employment interviewers in private or public employment agencies.

OES Code: 215110 **Dot Code:** 166.267-018 **5** employers responding, 8 employees represented. 63% of surveyed employees were female.



WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

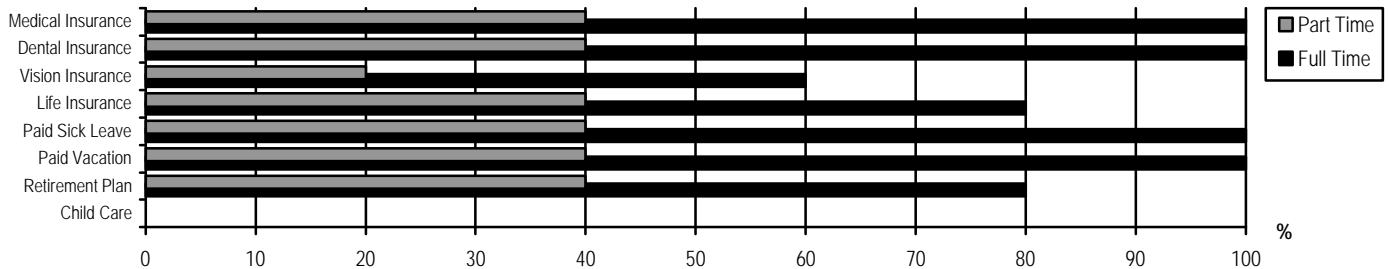
Non-Union

	Range	Median
Entry Level/No Experience:	\$5.40-\$19.18	\$11.14
Experienced/New To Firm:	\$5.40-\$19.18	\$12.58
3 Years Experience With Firm:	\$6.50-\$31.17	\$ 9.00

Union

Entry Level/No Experience:	No Union wages were reported.
Experienced/New To Firm:	
3 Years Experience With Firm:	

BENEFITS



Hours

Most surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Most employers found it a little difficult to find fully experienced and qualified applicants. Most employers did not find it difficult to find inexperienced applicants. Promotions accounted for 67% of job vacancies. Three personnel, training and labor relations specialists were hired in the last twelve months. All employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Medium

Projected Job Growth Rate: 14.1%

Annual Job Growth: Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	40%
♦ Newspaper Ads	100%
♦ Private Employment Agencies	20%
♦ Unsolicited Applicants	20%
♦ In-House Promotions or Transfers	20%
♦ Public Schools or Program Referrals	20%
♦ Private School Referrals	20%
♦ Employment Development Department	20%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Many personnel, training and labor relations specialists have a high school diploma or the equivalent.

EXPERIENCE

Many employers usually require previous work experience. Most employers will sometimes accept training as a substitute for experience.

JOB SKILLS

Basic Skills:

English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team.

Physical Abilities:

Ability to sit continuously for 2 or more hours.

Other Qualifications:

Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; supervisory skills; ability to plan and organize the work of others; ability to work under pressure; ability to handle crisis situations.

PHARMACY TECHNICIANS

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.



OES Code: 325181 **Dot Code:** 074.382-010 **7** employers responding, 21 employees represented. 100 % of surveyed employees were female.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

Range

Median

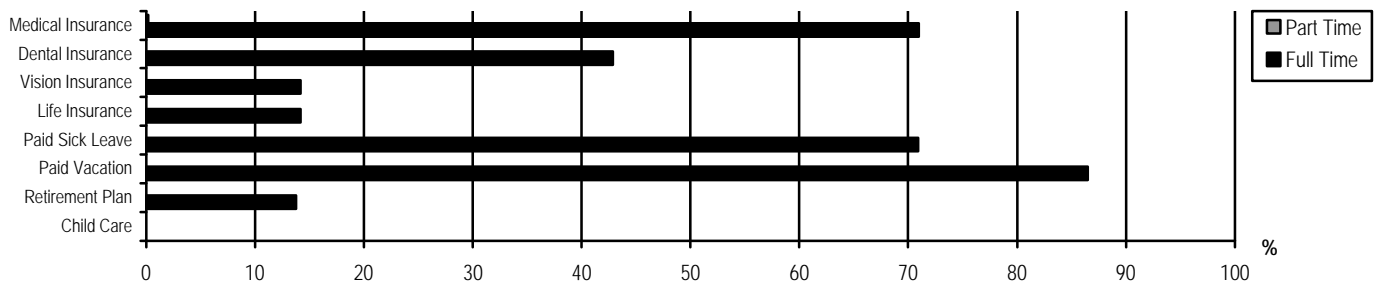
Non-Union

Entry Level/No Experience:	\$5.00-\$ 9.55	\$ 7.00
Experienced/New To Firm:	\$6.00-\$10.25	\$ 8.00
3 Years Experience With Firm:	\$8.00-\$11.00	\$10.75

Union

Entry Level/No Experience:	\$ 5.50-\$ 5.50	\$ 5.50
Experienced/New To Firm:	\$ 5.50-\$ 5.50	\$ 5.50
3 Years Experience With Firm:	\$12.00-\$12.00	\$12.00

BENEFITS (all employers responding)



Hours

Almost all surveyed pharmacy technicians work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Most employers found it a little difficult to find fully experienced and qualified applicants. Employee turnover accounted for 67% of job vacancies. Three pharmacy technicians were hired in the last twelve months. All employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Small

Projected Job Growth Rate: 16.7%

Annual Job Growth: Faster Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	29%
♦ Newspaper Ads	71%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	57%
♦ In-House Promotions or Transfers	14%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	14%
♦ Employment Development Department	0%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Most pharmacy technicians have some college but no degree. Most employers hire pharmacy technicians that have attended a vocational college and are certified.

EXPERIENCE

Many employers sometimes require previous work experience as a pharmacy technician. Many employers usually accept training as a substitute for experience.

JOB SKILLS

Basic Skills:

English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities:

Ability to lift at least 10 lbs.; ability to stand continuously for 2 or more hours.

Flexibility:

Willingness to work weekends; willingness to work nights.

Other Qualifications:

Multi-cultural familiarity; record keeping skills; organizational and time management skills; attention to detail; problem solving skills.

POLICE PATROL OFFICERS

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

OES Code: 630140 **Dot Code:** 372.263-014 **4** Employers Responding. 99 employees represented. This is a non-traditional occupation for women, 96% of surveyed employees were male.

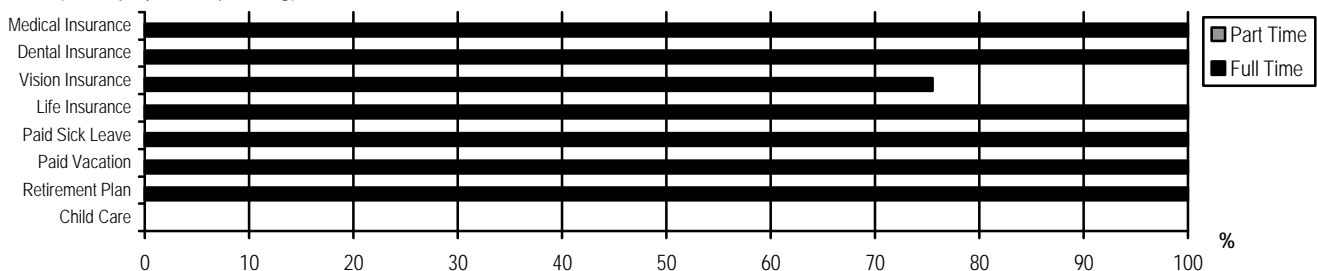


WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

Non-Union	Range	Median
Entry Level/No Experience:	\$12.64-\$15.75	\$14.17
Experienced/New To Firm:	\$13.96-\$15.75	\$14.86
3 Years Experience With Firm:	\$14.67-\$21.29	\$17.38
Union		
Entry Level/No Experience:	\$12.64-\$15.75	\$15.05
Experienced/New To Firm:	\$13.96-\$15.75	\$15.05
3 Years Experience With Firm:	\$14.67-\$21.29	\$18.14

BENEFITS (all employers responding)



Hours

Most surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Many employers found it a little difficult or somewhat difficult to find fully experienced and qualified applicants. Most employers found it a little difficult to find inexperienced applicants. Employee turnover accounted for 71% of job vacancies. Fourteen police patrol officers were hired over the last twelve months. All employers expect employment to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Medium

Projected Job Growth Rate: 20.0%

Annual Job Growth: Much Faster Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	0%
♦ Newspaper Ads	75%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	50%
♦ In-House Promotions or Transfers	25%
♦ Public Schools or Program Referrals	50%
♦ Private School Referrals	0%
♦ Employment Development Department	0%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Many police patrol officers have some college but no degree. Many have earned an associate degree. All employers require certification from the California Commission on Peace Officer Standards and Training (POST) academy.

EXPERIENCE

All employers sometimes require previous work experience. Employers may seek experience in the police or patrol officer profession. Many employers will usually accept training as a substitute for experience.

JOB SKILLS

Basic Skills:

English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team.

Physical Abilities:

Ability to pass a re-employment medical exam; ability to lift at least 100 pounds; ability to do strenuous, physically demanding work; ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Flexibility:

Willingness to work nights, weekends and overtime; willingness to participate in drug testing.

Other Qualifications:

Multi-cultural familiarity; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; trained in CPR and first aid techniques; possess good DMV driving record.

TEACHERS - SECONDARY SCHOOL

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.



OES Code: 313080 **Dot Code:** 091.227-010 **3 employers responding, 287 employees represented. 48% of surveyed employees were female.**

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

Non-Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

Range

All responding employers
reported union wages.

Median

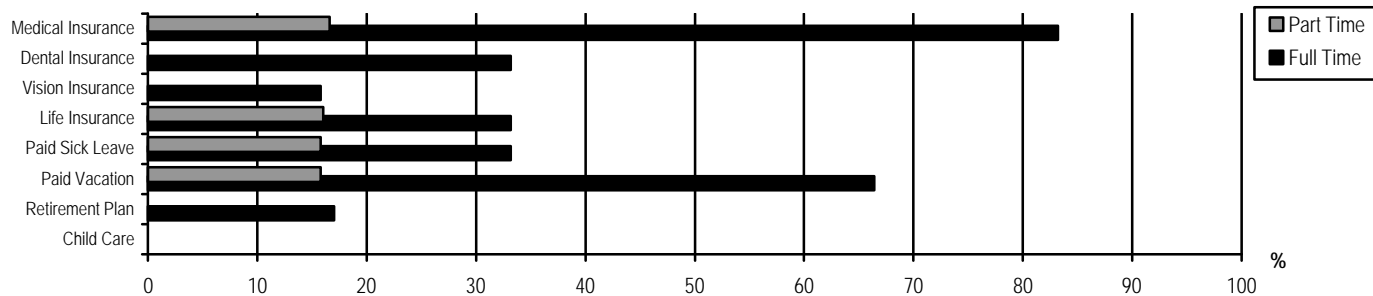
Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

\$15.22-\$16.72
\$15.22-\$17.10
\$15.33-\$20.54

\$15.72
\$16.53
\$18.49

BENEFITS



Hours

Almost all surveyed employees work part time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

All employers found it a little difficult to find fully experienced, and inexperienced applicants. Employee turnover accounted for 62% of job vacancies. Forty-two secondary teachers were hired in the last twelve months. All employers expect employment to grow over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Very Large

Projected Job Growth Rate: 8.9%

Annual Job Growth: Slower Than Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	0%
♦ Newspaper Ads	100%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	0%
♦ In-House Promotions or Transfers	0%
♦ Public Schools or Program Referrals	100%
♦ Private School Referrals	100%
♦ Employment Development Department	0%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

Many secondary teachers have a bachelor's degree, some have a graduate degree. All employers require a California Teaching Credential.

EXPERIENCE

Many employers sometimes require previous work experience as a secondary teacher. Most employers always accept training as a substitute for experience.

JOB SKILLS

Basic Skills:

English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities:

Ability to pass a pre-employment medical exam.

Other Qualifications:

Multi-cultural familiarity; record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to plan and organize the work of others; ability to handle crisis situations; trained in CPR and first aid techniques.

TIRE REPAIRERS AND CHANGERS

Tire Repairers and changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Please include only employees who primarily repair and change tires.



OES Code:
859530

Dot Code:
915.684-010

10 employers responding, 41 employees represented. This is a non-traditional occupation. 100% of surveyed employees were male.

WAGES ♦ BENEFITS ♦ WORK PATTERNS

WAGES

Non-Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

Range

\$5.00-\$ 7.00
\$5.00-\$ 9.00
\$6.50-\$13.00

Median

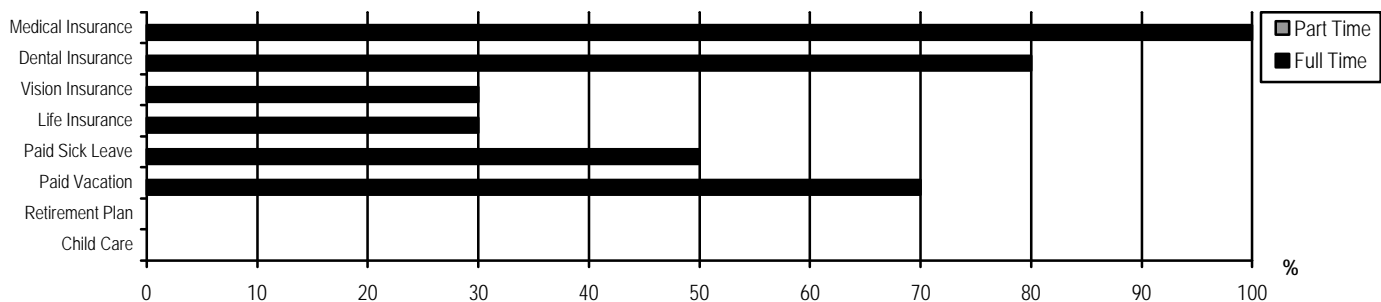
\$5.00
\$6.00
\$7.75

Union

Entry Level/No Experience:
Experienced/New To Firm:
3 Years Experience With Firm:

No Union Wages Were
Reported.

BENEFITS



Hours

Almost all surveyed employees work full time.

EMPLOYMENT TRENDS

SUPPLY/DEMAND ASSESSMENT

Many employers found it a little difficult to find fully experienced and qualified applicants. Most employers reported it was a little difficult to find inexperienced applicants. Employee turnover accounted for 89% of job vacancies. Nine tire repairers and changers were hired in the last twelve months. Almost all employers expect employment in this field to remain stable over the next three years.

OCCUPATIONAL FORECAST: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%.

Size: Small

Projected Job Growth Rate: 13.8%

Annual Job Growth: Average

OCCUPATIONAL ACCESS & MOBILITY

EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	60%
♦ Newspaper Ads	50%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	80%
♦ In-House Promotions or Transfers	20%
♦ Public Schools or Program Referrals	10%
♦ Private School Referrals	10%
♦ Employment Development Department	0%
♦ Union Hall Referrals	0%

EDUCATION, TRAINING & EXPERIENCE

EDUCATION AND TRAINING

All tire repairers and changers have a high school diploma or the equivalent.

EXPERIENCE

Most employers sometimes require previous work experience as a tire repairer and changer. Most employers will sometimes accept training as a substitute for experience.

JOB SKILLS

Basic Skills:

English grammar and spelling skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities:

Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work.

Flexibility:

Willingness to work weekends; willingness to work overtime.

Other Qualifications:

Record keeping skills; organizational and time management skills; attention to detail; problem solving skills.

Kings County

1997

Training Directory

A supplement to the 1997 Kings County Occupational Outlook

A PRODUCT OF:



The 1997 Kings County Training Directory is developed to complement the 19 occupations researched in the 1997 Kings County Occupational Outlook. The Training Directory reflects training available in Kings County, and the surrounding counties of Fresno and Tulare.

The Training Directory can be used to find training providers that offering courses of study in occupations listed in the Outlook section of this publication. Some of the training listed is not solely for the occupation, researched in the Kings County Occupational Outlook, however may be beneficial to those seeking employment in the referenced field. Extensive training information is available by contacting individual training providers.

Inclusion or exclusion of a provider is in no form an endorsement or non-endorsement of training providers by the Kings County Job Training Office.

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TRAINING PROVIDERS: FRESNO COUNTY
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ADVANCED COMPUTER TRAINING SCHOOL

3467 West Shaw
Fresno, CA 93711
(209) 277-1900

Occupations:

Bill and Account Collectors
File Clerks
Payroll and Timekeeping Clerks

AURORA'S VOCATIONAL TRAINING

13034 East Manning
Parlier, CA 93648
(209) 646-7542

Occupations:

Nursery Workers

AUTOMOTIVE DIAGNOSTICS

3430 West Ashlan #106
Fresno, CA 93722
(209) 225-1505

Occupations:

Tire Repairers and Changers

CALIFORNIA STATE UNIVERSITY, FRESNO

5150 North Maple Avenue
Fresno, CA 93740-0057
(209) 278-2324

Occupations:

Bill and Account Collectors
Payroll and Timekeeping Clerks
Personnel, Training, and Labor Relations Specialists
Police Patrol Officers
Teachers - Secondary School
Tire Repairers and Changers

**CALIFORNIA TECHNICAL EDUCATION
FRESNO INC.**

1380 North Abby
Fresno, CA 93703
(209) 226-7577

Occupations:

Bill and Account Collectors
Maids and Housekeeping Cleaners
Payroll and Timekeeping Clerks
Tire Repairers and Changers

CENTRAL ADULT EDUCATION

2698 North Brawley
Fresno, CA 93722
(209) 276-5230

Occupations:

File Clerks

CENTRAL VALLEY TRAINING CENTER

7592 North Mora, #103
Fresno, CA 93711
(209) 488-8696

Occupations:

Cooks - Restaurant
Food Service Managers
Maids and Housekeeping Cleaners

CLOVIS ADULT EDUCATION

1452 David E. Cook Way
Clovis, CA 93611-0575
(209) 292-3858

Occupations:

Bill and Account Collectors
Cooks - Restaurant
File Clerks
Food Service Managers
Hairdressers, Hairstylists, and Cosmetologists
Payroll and Timekeeping Clerks

TRAINING PROVIDERS: FRESNO COUNTY

COMMUNITY TRADE & TECHNICAL INSTITUTE

4944 East Clinton, Suite 107
Fresno, CA 93727
(209) 456-9194

Occupations:

File Clerks

FEDERICO BEAUTY COLLEGES

5660 North Blackstone Avenue
Fresno, CA 93710
(209) 432-3030

Occupations:

Hairdressers, Hairstylists, and Cosmetologists

FRESNO ADULT SCHOOL

3333 North Bond
Fresno, CA 93726
(209) 441-3272

Occupations:

Bill and Account Collectors
Maids and Housekeeping Cleaners
Payroll and Timekeeping Clerks
Tire Repairers and Changers

FRESNO CITY COLLEGE

1101 East University Avenue
Fresno, CA 93741-0001
(209) 442-4600

Occupations:

Bus and Truck Mechanics and Diesel Engine
Specialists
Butchers and Meat Cutters
Dental Assistants
Dental Hygienists
Hairdressers, Hairstylists, and Cosmetologists
Personnel, Training and Labor Relations
Specialists
Police Patrol Officers

FRESNO CITY COLLEGE TRAINING INSTITUTE

390 B West Fir
Clovis, CA 93611
(209) 323-4688

Occupations:

Food Batchmakers
File Clerks
Personnel, Training, and Labor Relations
Specialists

FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER

2930 East Annadale Avenue
Fresno, CA 93725
(209) 486-0173

Occupations:

Bill and Account Collectors
File Clerks
Payroll and Timekeeping Clerks
Tire Repairers and Changers

FRESNO INSTITUTE OF TECHNOLOGY

1545 Fulton Street
Fresno, CA 93721
(209) 442-3500

Occupations:

File Clerks

GALEN COLLEGE OF MEDICAL AND DENTAL ASSISTANTS

1325 North Wishon Avenue
Fresno, CA 93728
(209) 264-9726

Occupations:

Dental Assistants

TRAINING PROVIDERS: FRESNO COUNTY

THE HAIR INTERNS SCHOOL OF COSMETOLOGY

1522 Fulton Street
Fresno, CA 93721
(209) 441-1795

Occupations:

Hairdresser, Hairstylists, and Cosmetologists

KINGS RIVER COMMUNITY COLLEGE

995 North Reed Avenue
Reedley, CA 93654-2099
(209) 638-3641

Occupations:

Bill and Account Collectors
File Clerks
Nursery Workers
Payroll and Timekeeping Clerks
Tire Repairer and Changers

LYLE'S COLLEGE OF BEAUTY

6735 North First Street, Suite 112
Fresno, CA 93710
(209) 431-6060

Occupations:

Hairdressers, Hairstylists, and Cosmetologist

3125 West Shaw Avenue
Fresno, CA 93722
(209) 222-6060

MANAGEMENT TRAINING/MARKETING ASSOCIATION SCHOOL INC.

131 P Street, Suite 205
Fresno, CA 93721
(209) 268-0938

Occupations:

Bill and Account Collectors
Food Service Managers
Payroll and Timekeeping Clerks

MANCHESTER COLLEGE OF BEAUTY

3756 North Blackstone Avenue
Fresno, CA 93726
(209) 224-4242

Occupations:

Hairdressers, Hairstylists, and Cosmetologists

MICROCOMPUTER EDUCATION CENTER

2002 North Gateway Boulevard
Fresno, CA 93727
(209) 456-0623

Occupations:

Bill and Account Collectors
File Clerks
Payroll and Timekeeping Clerks

MOLER BARBER COLLEGE AND SCHOOL

1880 Tulare Street
Fresno, CA 93721
(209) 485-4030

Occupations:

Hairdressers, Hairstylists, and Cosmetologists

POLICE SCIENCE INSTITUTE

515 North Gates Avenue
Fresno, CA 93722
(209) 266-3173

Occupations:

Bus Drivers - School
Police Patrol Officers

TRAINING PROVIDERS: FRESNO COUNTY
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**QUALITY COLLEGE OF HEALTH CARE
CAREERS**

1570 North Wishon
Fresno, CA 93728
(209) 497-5050

Occupations:

Bill and Account Collectors
Bus Drivers - School
File Clerks
Maid and Housekeeping Cleaners
Payroll and Timekeeping Clerks
Pharmacy Technicians

SAN JOAQUIN VALLEY COLLEGE - FRESNO

295 East Sierra Avenue
Fresno, CA 93710
(209) 448-8282

Occupations:

Bill and Account Collectors
Dental Assistants
File Clerks
Payroll and Timekeeping Clerks

SANGER ADULT SCHOOL

1705 Tenth Street
Sanger, CA 93657
(209) 875-7121

Occupations:

Cooks - Restaurant
File Clerks
Maids and Housekeeping Cleaners

**VALLEY REGIONAL OCCUPATIONAL
PROGRAM**

755 J Street
Parlier, CA 93648
(209) 646-3591

Occupations:

Bill and Account Collectors
Cooks - Restaurant
Food Service Managers
Nursery Workers

WEST HILLS COLLEGE

300 West Cherry Lane
Coalinga, CA 93210-1399
(209) 935-0801

Occupations:

Bill and Account Collectors
Bus and Truck Mechanics and Diesel Engine
Specialists
Nursery Workers
Payroll and Timekeeping Clerks
Tire Repairers and Changers

TRAINING PROVIDERS: KINGS COUNTY

CHAPMAN UNIVERSITY

Post Office Box 1220
Naval Air Force Station
Lemoore, CA 93245
(209) 998-6891

Occupations:

Personnel Training, and Labor Relations
Specialists
Teachers - Secondary School

HANFORD ADULT SCHOOL

905 North Campus Drive
Hanford, CA 93230
(209) 583-0856

Occupations:

File Clerks

**KINGS COUNTY REGIONAL OCCUPATIONAL
PROGRAM**

1222 West Lacey Boulevard
Hanford, CA 93230
(209) 582-2823

Occupations:

Bill and Account Collectors
Cooks - Restaurant
File Clerks
Food Service Managers
Maids and Housekeeping Cleaners
Payroll and Timekeeping Clerks
Tire Repairers and Changers

**LAWRENCE AND COMPANY COLLEGE OF
COSMETOLOGY**

810 North 10th Avenue
Hanford, CA 93230
(209) 584-1192

Occupations:

Hairdressers, Hairstylists, and Cosmetologists

TRAINING PROVIDERS: TULARE COUNTY

CALIFORNIA TECHNICAL TRAINING TULARE

1630 West Tulare
Tulare, CA 93275
(209) 688-3721

Occupations:

Bill and Account Collectors
File Clerks
Payroll and Timekeeping Clerks

COLLEGE OF THE SEQUOIAS

915 South Mooney Boulevard
Visalia, CA 93277-2234
(209) 730-3727

Occupations:

Bill and Account Collectors
Hairdressers, Hairstylists, and Cosmetologists
Nursery Workers
Police Patrol Officers
Tire Repairers and Changers

ESTES INSTITUTE OF COSMETOLOGY ARTS & SCIENCE

324 East Main Street
Visalia, CA 93291
(209) 733-3617

Occupations:

Hairdressers, Hairstylists, and Cosmetologists

GALEN COLLEGE OF MEDICAL AND DENTAL ASSISTANTS

3908 West Caldwell Suite A
Visalia, CA 93291
(209) 732-2217

Occupations:

Dental Assistants

GOLDEN STATE BUSINESS COLLEGE, INC.

3356 South Fairway
Visalia, CA 93277
(209) 735-3818

Occupations:

Bill and Account Collectors
Payroll and Timekeeping Clerks

PORTERVILLE ADULT SCHOOL

568 West Olive
Porterville, CA 93257
(209) 782-7030

Occupations:

Bill and Account Collectors
File Clerks
Payroll and Timekeeping Clerks

PORTERVILLE COLLEGE

100 East College Avenue
Porterville, CA 93257
(209) 781-3130

Occupations:

Bill and Account Collectors
File Clerks
Payroll and Timekeeping Clerks
Tire Repairers and Changers

SAN JOAQUIN VALLEY COLLEGE - VISALIA

8400 West Mineral King
Visalia, CA 93291
(209) 651-2500

Occupations:

Bill and Account Collectors
File Clerks
Dental Assistants
Dental Hygienists
Payroll and Timekeeping Clerks
Pharmacy Technicians

♦ APPENDIX ♦

POSSIBLE USES FOR THIS PUBLICATION

The information in this publication is used for a variety of job search, education and economic development purposes. Some of the uses are as follows:

Career Decisions

Career Development staff and job seekers make informed employment and training choices based upon the skills, abilities, interest, education and personal needs of the job seeker. Information in this report includes hiring requirements, wage and benefit ranges, employment outlook, recruitment practices and the job preparation skills desired by local employers in the occupation.

Curriculum Design

School and training providers can assess and update their curriculum based upon current employer responses and projected labor market trends.

Economic Development

Local governmental agencies and economic development organizations use occupational size, expected growth rates and typical wages and benefit packages in targeting business recruitment efforts and in determining the potential for business growth in the Kings County labor market.

Human Resources

Business Owners, Managers and Human Resource Departments use the data in this publication to help determine competitive wages and benefits, improve employee recruitment methods, and assess the availability of qualified workers for business location and expansion.

Research Methods

Introduction

The California Cooperative Occupational Information System (CCOIS) is a state/local partnership between the Employment Development Department's Labor Market Information Division (LMID) and local employment and training agencies like the Kings County Job Training Office. The LMID determines the research methods and standards, provides technical support, and allocates the majority of the funding required to operate this local labor market study. The following is an outline of the CCOIS process. For more specific information, please call the Kings County Job Training Office at (209) 582-9213.

The CCOIS annual program cycle is as follows:

1. Twenty occupations are selected for study;
2. Survey samples are designed;
3. Survey questionnaires are prepared for each occupation;
4. Extensive surveys are conducted with local employers;
5. Data is reviewed, coded and keyed into a CCOIS database;
6. Tabulations are developed and analyzed;
7. Outlook reports are prepared, reviewed, and printed; and
8. Reports are disseminated to customers in the community and throughout California and beyond.

Occupation Selection and Definition

There is a variety of criteria used to help select the occupations to be surveyed. The primary objective is to survey occupations which are of the greatest interest to the users (and potential users) in the community within the limitations of a standardized research program.

The following criteria were used by the Kings County Job Training Office to help prioritize occupations to be studied:

1. The occupation should be adequately defined by the Occupational Employment Statistics (OES) classification system;
2. The occupation should have a substantial local employment base;
3. There should be a substantial number of projected local job openings;
4. The potential salary level should be adequate so as to avoid the need for public assistance;
5. The occupation should require at least some postsecondary education or training;
6. The occupation should be of interest to local program planners or training providers; and
7. The occupations should vary enough so that the same employers aren't overburdened with multiple survey requests.

Unless otherwise noted, the survey occupations are defined using the Occupational Employment Statistics (OES) dictionary published by the US Department of Labor. Although there are exceptions, OES-defined occupations are usually the best choices for employer surveys, as they are sufficiently broad without being too vague in their descriptions. Using the OES classifications has another important benefit, it is the classification system used by the Employment Development Department, Labor Market Information Division to produce Projections of Employment (occupational estimates of size, growth and separations).

In some cases, potential survey occupations lack an adequate OES classification. If there is substantial user interest in the occupation, the Job Training Office can use a classification from the Dictionary of Occupational Titles (DOT) published by the US Department of Labor. Although research methods remain largely the same, these are called “non-OES surveys”. Size and growth estimates are not generally as accurate as with “non-OES surveys” as they are with standard OES-defined surveys.

Survey Sample Selection and Design

After the survey occupations are selected, an employer sample is developed for each occupation. Since the entire universe is not surveyed, a considerable amount of time is invested to ensure that the survey samples are representative of the labor market. For CCOIS occupational studies, a survey sample is a listing of local employers that reflect all major employing industries for the survey occupation. In addition, the number of employees for each employer is considered to ensure the sample represents employers most likely to provide future employment. For some occupations, this means that the largest employers will be surveyed more often than smaller employers. For other occupations, smaller employers may be more appropriate.

Initially, the survey samples are selected by State Labor Market Information Division staff, using detailed databases on employers, and standard occupational staffing patterns. The initial sample of employers for each of the survey occupations is then carefully reviewed by JTO staff. After review, a sample of at least 40 employers per occupation (or as many as can be found, if less than 40) are selected to survey.

Questionnaire Development

Employer survey questionnaires are prepared for each surveyed occupation using a standardized list of questions (see sample questionnaire), including a skills survey.

Employer Survey Procedures

Employer representatives are identified and contacted by telephone to determine their willingness to participate in the survey. Employers are assured that any information they provide will be kept strictly confidential, and that any information published will be prepared in summary form to preserve anonymity. Survey respondents are generally responsible for the hiring of personnel in the survey occupation. The Job Training Office must meet or exceed industry and employment response goals to ensure that the data is adequately representative.

Data Entry, Tabulation and Summary

Coded survey responses are entered into the CCOIS database and basic data tabulations are prepared by both LMID and the Job Training Office. From those tabulations, the data is analyzed and draft occupational outlook profiles are prepared by the Job Training Office. The draft profiles and other report materials are then reviewed and approved by LMID Analysts whereupon the Occupational Outlook Report is printed and disseminated to local users.

Sample Questionnaire

A sample of the survey instrument is included on the following pages.



Please return completed questionnaire to:

Job Training Office

Kings County Government Center
Hanford, CA 93230

Phone: 209-582-9213

Fax: 209-582-8947

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL
Whom should we contact with any further questions?

NAME: _____

POSITION: _____

PHONE: _____ FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in Kings County. Please call the number above if you have questions.

OES Title

OES Description

Common Job Titles Include:

OES:

1. What job titles do you use for these duties? _____ 005

2. How many employees do you currently have in this occupation? 010

How many of these fall within each of the following categories, and how many hours per week do they work, on average?

	NUMBER OF EMPLOYEES	AVERAGE WEEKLY HOURS
Regular, Full Time:	<input type="text"/> 590	<input type="text"/> 591
Regular, Part Time:	<input type="text"/> 650	<input type="text"/> 651
Temporary Or On-Call:	<input type="text"/> 630	<input type="text"/> 631
Seasonal:	<input type="text"/> 610	<input type="text"/> 611

3. Of the employees you currently have in this occupation, how many are: MALE? 060 1 FEMALE? 061

4. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:
vacancies resulting from promotions within your firm? 031
vacancies resulting from people in permanent positions leaving your firm? 032
new permanent positions resulting from growth? 030
temporary or seasonal positions? 033

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3 REMAIN STABLE ☐ 480 2 GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3 REMAIN STABLE ☐ 740 2 GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4 SOMETIMES ☐ 390 3 USUALLY ☐ 390 2 ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

417	_____ 414	_____ 416	_____ 415	_____
Job Title	Months of Experience	Job Title	Months of Experience	

10. How difficult is it to find **fully experienced and qualified** applicants?
(Please Check One) NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards?
(Please Check One) NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience?
(Please Check One) NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

Training or Certification Needed 153 Months of Training 156

14. What level of formal education do **most** of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL	<input type="checkbox"/> 140	ASSOCIATE (2 YEAR) DEGREE	<input type="checkbox"/> 142
HIGH SCHOOL OR EQUIVALENT	<input type="checkbox"/> 141	BACHELOR (4 YEAR) DEGREE	<input type="checkbox"/> 144
SOME COLLEGE, BUT NO DEGREE	<input type="checkbox"/> 157	GRADUATE STUDY	<input type="checkbox"/> 158

15. What is the usual income earned by your employees in this occupation at the following levels of skill and experience?
(Please separate the base wage or salary from tips and commissions, if applicable.)

	BASE WAGE OR SALARY	TIPS OR COMMISSIONS
New Hires With No Experience (Trained or Untrained):	\$ _____ 550	\$ _____ 553
New Hires Who Are Experienced:	\$ _____ 551	\$ _____ 554
Experienced Employees After Three Years With Your Firm:	\$ _____ 552	\$ _____ 555

Per: (Please Check One) HOUR ☐ 556 H WEEK ☐ 556 W
MONTH ☐ 556 M YEAR ☐ 556 A
Other: _____ ☐ 556 0

16. Does your firm offer benefits to employees in this occupation? (Please Check One) YES ☐ 589 1 NO ☐ 589 2
If yes, please specify: (Check All That Apply)

	FULL-TIME	PART-TIME		FULL-TIME	PART-TIME
MEDICAL INSURANCE	<input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE	<input type="checkbox"/> 571	<input type="checkbox"/> 581
DENTAL INSURANCE	<input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION	<input type="checkbox"/> 570	<input type="checkbox"/> 580
VISION INSURANCE	<input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN	<input type="checkbox"/> 572	<input type="checkbox"/> 582
LIFE INSURANCE	<input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE	<input type="checkbox"/> 577	<input type="checkbox"/> 587
Other (Please Specify): _____ 578					

17. Do you ever promote employees from this occupation to a higher level position? (Please Check One) YES ☐ 514 1 NO ☐ 514 2
If yes, please specify: _____ 510

18. When you recruit employees for this occupation, which of the following methods do you **primarily** use? (Check All That Apply)

EMPLOYEES' REFERRALS	<input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS	<input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS	<input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS	<input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES	<input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT.	<input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS	<input type="checkbox"/> 379	UNION HALL REFERRALS	<input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER	<input type="checkbox"/> 370	OTHER (Please Specify): _____	380

19. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please Check All That Apply)

WORD PROCESSING ☐ 050 SPREADSHEET ☐ 051 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): _____ 054 _____ 055

20. Over the next three years, what new skills are needed to perform the duties of this occupation and what skills are becoming obsolete?

NEW SKILLS	OBSOLETE SKILLS:
_____ 460	_____ 462
_____ 461	_____ 463

21. The following is a list of skills, physical abilities, and other qualifications that may or may not be important for **job entry** into this occupation. Please indicate for each qualification whether it is "not important," somewhat important," or "very important."

BASIC SKILLS:	NOT IMPORTANT	SOMEWHAT IMPORTANT	VERY IMPORTANT
English grammar and spelling skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform basic mathematical calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform routine, repetitive work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

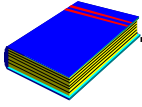
PHYSICAL ABILITIES:	NOT IMPORTANT	SOMEWHAT IMPORTANT	VERY IMPORTANT
Ability to pass a pre-employment medical exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to do strenuous, physically demanding work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to sit continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to stand continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FLEXIBILITY:	NOT IMPORTANT	SOMEWHAT IMPORTANT	VERY IMPORTANT
Willingness to work nights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work part-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work on-call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work temporary or seasonal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to participate in drug testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER QUALIFICATIONS:	NOT IMPORTANT	SOMEWHAT IMPORTANT	VERY IMPORTANT
Multi-cultural familiarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record keeping skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational and time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and organize the work of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle crisis situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trained in CPR and first aid techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possess good DMV driving record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. Considering your most recent hires for this occupation, please note any qualifications that seem to be in short supply.

Additional Comments:



TOP TEN OCCUPATIONAL INFORMATION RESOURCES



Projection and Planning Information

PPI's are annual reports that include geographic and industry profiles, population and labor force statistics, industry trends and outlook and occupational data. Separate PPIs are published for California, most of its 58 counties, and for each Metropolitan Statistical Area. PPIs are produced by the Labor Market Information Division of the California Employment Development Department. Call LMID at (916) 262-2162.

California Occupational Guides

The Guides are statewide profiles of specific occupations. Each of the roughly 250 guides available describe an occupation or occupational field and include sections on working conditions, employment outlook, wages, hours & benefits, entrance requirements, advancement, tips on finding employment and additional information. A complete set of Guides also includes a section on emerging occupations. The Guides are produced by the Labor Market Information Division of the California Employment Development Department. Orders should be faxed on your organization's letterhead to: Occupational Research Unit, (916) 262-2443. An electronic version entitled *Occupational Profiles* is also available; call (916) 262-2162 for information on how to obtain a copy.

California Occupational Guide Wage Supplement

The *Wage Supplement* is a report that includes local wage data for specific occupations from recently published CCOIS Occupational Outlook Reports. The Wage Supplement is available at no charge and is produced by the Labor Market Information Division of the California Employment Development Department. Call the Occupational Research Unit at (916) 262-2162.

Career Guide to Industries

The *Career Guide to Industries* is a companion to the Occupational Outlook Handbook. It provides career information on more than 40 diverse industries, which together, account for approximately 75 percent of all jobs. For each industry covered, sections include the nature of the industry, its employment and working conditions, including occupational information, training, advancement, earnings, benefits and outlook. The Career Guide to Industries costs approximately \$12, and is produced by the US Department of Labor, Bureau of Labor Statistics. Order from US Government Bookstores. Call (213) 239-9844 or (415) 512-2770.

Dictionary of Occupational Titles

The DOT is a comprehensive and standardized national occupational classification system. Last revised in 1991, the Fourth Edition of the DOT includes two volumes with a total of 1400 pages describing more than 12,000 occupations. Each numeric DOT code (or classification) reveals the level of skills required to work with data, people, and things. Occupational descriptions outline the major task elements of the job. Also included are alternate job titles and work characteristics such as physical requirements, General Education Development (GED), and Specific Vocational Preparation (SVP) time required. The DOT costs approximately \$40 for soft cover or \$50 for hard cover and is produced by the US Department of Labor, Employment and Training Administration. Order from US Government Bookstores (213) 239-9844 or (415) 512-2770 or from JIST Works, Inc. (800) 648-JIST.

Digest of Licensed Occupations

The Digest includes information on approximately 100 occupations regulated by various State agencies. The Digest includes the addresses and telephone numbers of the licensing agencies to facilitate up-to-date information on licensing requirements. The Digest is updated annually and is available at no charge from the Employment Development Department's Labor Market Information Division. Call the Occupational Research Unit at (916) 262-2162.

Occupational Outlook Handbook

The OOH includes nationwide profiles of about 250 occupations (or fields) which covers approximately 85 percent of all jobs. Information includes the nature of the work, working conditions, employment, training and other qualifications, advancement, job outlook, earnings and related occupations. The OOH is updated every two years and costs approximately \$17 for soft cover or \$22 for hard cover. It is produced by the US Department of Labor, Bureau of Labor Statistics. Order from US Government Bookstores (213) 239-9844 or (415) 512-2770 or from JIST Works, Inc. (800) 648-JIST.

Occupational Outlook Quarterly

The Quarterly is a magazine companion to the Occupational Outlook Handbook. Typically, each edition will have four to six articles, with each article focusing on an occupation, industry, or other labor market topic. The Quarterly also features summary articles and charts on the latest labor market statistics, including occupational projections and job outlook. A two year subscription costs approximately \$10. The Quarterly is published by the US Department of Labor, Bureau of Labor Statistics. Order from US Government Bookstores (213) 239-9844 or (415) 512-2770.

Occupational Outlook Reports

Occupational Outlook Reports include local profiles of occupations selected for study through the California Cooperative Occupational Information System (CCOIS). Information includes the nature of the work, projections of size, growth and separations, supply-demand assessment, training, experience and other requirements, employer recruitment methods and earnings and benefits. The CCOIS is a partnership program between state and local agencies. It is coordinated at the state level by the Labor Market Information Division of the California Employment Development Department with policy advice from the California Occupational Information Coordinating Committee. Local CCOIS agencies conduct extensive research on specific occupations and publish the annual reports. As of 1996, the CCOIS became a statewide program with local project sites throughout the state.

Training Directories

Training Directories are also products of the California Cooperative Occupational Information System (CCOIS), and are produced by most of the local CCOIS agencies. Training Directories generally contain the names, addresses, and phone numbers of local (or regional) training providers, and a listing of their programs offered. Many directories provide additional information, such as program cost and length, as well as information on available services. Some training directories are incorporated into the Occupational Outlook Report, while others are available as separate publications.

AREA PROFILE

Situated in the heart of California's rich San Joaquin Valley, Kings County covers a triangle-shaped area measuring 1,396 square miles or 918,790 acres, and ranks thirty-fourth in size among the state's 58 counties.

Bounded on the north by the agriculturally rich Kings River and the petroleum-rich Kettleman Hills to the southwest, Kings County is mainly level farmland traversed by the California Aqueduct and a number of other irrigation waterways. Winters are relatively mild. The growing season is over 257 days a year and is characterized by a hot midsummer sun. Kings County is bounded on the north, east, and south by the nation's top three agricultural counties--Fresno, Tulare, and Kern. Kings County also shares a boundary line with Monterey County, touching in the mountainous Diablo Range southwest of the Kettleman Hills.

Agriculture and related industries dominate Kings County's economy, as they have since the county's incorporation in 1893. Cotton is the number one agricultural commodity in Kings County, followed by production of market milk. Government is a significant employer, with the Naval Air Station in Lemoore and three state prisons within Kings County's border.

Kings County rail transportation is served by a line of the Santa Fe Railway and two branch lines of the Southern Pacific Railroad. Interstate Highway 5 and State Highway 198 are major thoroughfares crossing the county and are connected to State Routes 41 and 43 as well as a network of county roads. Airports serving non-jet aircraft are located near the County's four incorporated cities: the county seat of Hanford, and the cities of Avenal, Corcoran, and Lemoore.

Population of Kings County and Selected Cities 1980, 1990, and 1997

Political Subdivisions	1980 ^(a)	1990 ^(b)	1997 ^(c)	Percent change	
				1980 to 1990	1996 ^(c) to 1997 ^(c)
TOTAL	73,738	101,469	118,204	37.6%	2.52%
Avenal	4,137	9,700	12,328	136.2%	1.47%
Corcoran	6,454	13,364	14,374	107.1%	0.52%
Hanford	20,958	30,897	38,878	47.4%	4.51%
Lemoore	8,832	13,622	16,799	54.2%	6.32%
Balance of County	33,357	33,816	35,825	1.4%	-0.07%

(a) Census of Population, April 1, 1980

(b) Census of Population, April 1, 1990

(c) California Department of Finance estimates for January 1, 1997.

Parts may not add to total due to independent rounding.

Kings County
Wage and Salary Employment by Industry
(Data not adjusted for seasonally)

ANNUAL AVERAGES 1992-1996

TITLE	1992	1993	1994	1995	1996
TOTAL, ALL INDUSTRIES (1)	29,980	31,500	33,030	33,130	33,670
TOTAL FARM	6,850	7,830	8,260	7,480	9,620
FARM PRODUCTION	4,950	5,020	5,050	4,740	6,160
FARM SERVICES	1,910	2,810	3,210	2,740	3,460
TOTAL NON-FARM	23,120	23,670	24,770	25,650	26,050
GOODS PRODUCING	3,830	3,680	3,730	4,200	4,210
CONSTRUCTION & MINING	990	890	860	900	930
MANUFACTURING	2,840	2,800	2,870	3,300	3,280
DURABLE GOODS	300	320	310	310	380
NONDURABLE GOODS	2,540	2,480	2,560	2,990	2,900
FOOD & KINDRED PRODUCTS	1,130	1,240	1,350	1,380	1,610
OTHER NONDURABLE GOODS	1,410	1,240	1,210	1,610	1,290
SERVICE PRODUCING	19,290	19,990	21,050	21,450	21,840
TRANSPORTATION & PUBLIC UTILITIES	760	830	1,040	930	800
TRANSPORTATION	530	610	600	610	540
COMMUNICATIONS & PUBLIC UTILITIES	230	230	440	320	260
TRADE	5,830	6,180	6,460	6,390	6,470
WHOLESALE TRADE	770	830	930	880	960
RETAIL TRADE	5,050	5,360	5,530	5,510	5,510
FOOD STORES	600	690	730	790	750
EATING & DRINKING PLACES	1,660	1,740	1,870	1,810	1,890
OTHER RETAIL TRADE	2,800	2,920	2,930	2,910	2,870
FINANCE, INSURANCE & REAL ESTATE SERVICES	610	600	600	650	630
HOTELS & OTHER LODGING PLACES	70	80	100	80	120
HEALTH SERVICES	1,930	2,010	2,100	2,060	2,270
OTHER SERVICES	1,830	1,940	2,190	2,380	2,300
GOVERNMENT	8,280	8,340	8,570	8,970	9,260
FEDERAL GOVERNMENT	1,260	1,310	1,320	1,400	1,410
STATE & LOCAL GOVERNMENT	7,020	7,030	7,240	7,570	7,850
STATE GOVERNMENT	2,600	2,620	2,750	2,800	3,090
LOCAL GOVERNMENT	4,420	4,410	4,490	4,770	4,760

SOURCE: EMPLOYMENT DEVELOPMENT DEPARTMENT, LABOR MARKET INFORMATION DIVISION
MARCH 1996 BENCHMARK